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| **1:1 Meeting Agenda****Date:**  |
| **Name:** |  |
| 1. | What I’ve done since last meeting |
| 2. | Questions, issues |
| 3. | Feedback (Discuss any feedback you’ve already received or ask your supervisor to discuss any submitted work) |
| 4. | What I plan to do before next meeting  |
| 5. | The next project |
| 6. | The next meeting  |